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MCO 1510.69C
C 469
02 Nov 04

MARINE CORPS ORDER 1510.69C

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR FORMAL
SCHOOL FACULTY

Ref: (a) MCO 1553.1B
(b) MCO 1553.2A
(c) MCO 1553.3A
(d) MCO 3500.27A
(e) SAT Manual

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (6) for Formal School/Training Center faculty.

2. Cancellation. MCO 1510.69B.

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSS establish the training requirements for all Marines in the same OccFld, MOS, or billet. They provide a foundation upon which unit commanders and school directors build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSS represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards.

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Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. Significant changes have been made to this Order and it should be reviewed in its entirety. These changes have been closely coordinated with Training and Education Command (TECOM) and Formal School/Training Center representatives and have been made to more accurately reflect the current responsibilities of schoolhouse faculty. Duty Area 01 Apply Adult Learning Theory to Curriculum Development and Duty Area 04 Use Marine Corps Automated Instructional Management System (MCAIMS) have been added for Formal School/Training Center curriculum developers. Changes have also been made within the tasks of each duty area to reflect revisions found in the 2004 SAT Manual.

5. Information. ITSS are used by unit commanders and school directors to design, develop, implement, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through managed on-the-job training (MOJT), instruction in unit level schools, or incorporation in their training plans. School directors will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported by formal schools on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the formal school.

6. Action

a. CG, MCCDC

(1) Ensure that all schools use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure that the Marine Corps Institute, College of Continuing Education, and the Combat Visual Information Center provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Marine Force and Supporting Establishment commanders and MOS/OccFld sponsors.

(4) Ensure the Combat Development Process identifies the impact on training, by MOS and ITS, of all new equipment.

(5) Ensure coordination with the Commander, Marine Corps Systems Command (COMMARCORSSYSCOM) to integrate the acquisition of new equipment into formal school training per the published ITSS.

b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

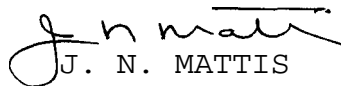
(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in support of unit mission requirements.

7. Submission of Recommendations and Requirements.

Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG, MCCDC (C469) via the chain of command.

8. Mobilization. All ITSS in this Order will remain in effect during mobilization.

9. Applicability. This Order is applicable to the Marine Corps total force.


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By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents the specific task, the duty area under which that task is included, and the MOS (or billet) with which it is associated. Each part is separated by periods. An example of an ITS designator is 0311.02.08.

a. The first four positions ("0311" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned consecutive ascending Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "02" represents the second duty area under MOS 0311.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned consecutive ascending Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "08" represents the eighth task within the second duty area under MOS 0311.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. References. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an Initial Training Setting that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "required by" rank (the lowest rank at which task proficiency is required).

b. Training Material (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Current MCI(s) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

e. Distance Learning. This section includes a list of any currently available distance learning products [e.g. Interactive Multimedia Instruction (IMI)] designed to provide training related to this task.

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. Formal school directors are responsible for reviewing all ITSs marked for initial training at the formal school. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with SAT, a Program of Instruction (POI) must also be developed for the course.

b. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through MOJT, when appropriate.

c. A Marine should continue to receive instruction on ITSs that support the unit's mission. Individual training cannot cease upon graduation from a formal school because formal schools cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the formal schools, and staff agencies at both Headquarters, U.S. Marine Corps and the Training and Education Command (TECOM).

b. ITSs are ultimately validated by unit commanders and school directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by formal schools are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders may recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 3-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.

2. Format. The columns are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. FS. Formal School. A mark appears in this column when the Formal School is designated as the initial training setting. An "S" indicates the task is taught to "standard" at the formal school. A "P" indicates that the formal school provides only "preliminary" instruction and it is up to the unit to provide follow-on MOJT instruction to teach the task to standard.

e. MOJT. Managed On-The-Job Training. An "S" appears in this column when MOJT is designated as the initial training setting. Instruction is always to "standard."

f. MCI. Current MCI Publication(s). An "X" in this column indicates that at least one MCI publication addresses this task. Consult enclosure(6) for details.

g. SUS. Sustainment Training Period. An entry in this column represents the number of months within which the unit is expected to train or retrain this task to standard provided the task supports the unit's METL.

h. REQ BY. Required By. An entry in this column depicts the lowest rank required to demonstrate proficiency in this task.

i. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

SEQ	TASK	TITLE	FS	MOJT	MCI	DL	SUS	REQ	BY	PAGE
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MOS 9900, Formal School Faculty

DUTY AREA 01 - APPLY ADULT LEARNING THEORY (ALT) TO CURRICULUM DEVELOPMENT

1)	9900.01.01	APPLY ALT TO DESIGNING INSTRUCTION	S					6	Sgt	6-A-1
2)	9900.01.02	APPLY ALT TO DEVELOPING INSTRUCTION	S					6	Sgt	6-A-1

DUTY AREA 02 - DESIGN INSTRUCTION

1)	9900.02.01	WRITE A TARGET POPULATION DESCRIPTION	S					6	Sgt	6-A-2
2)	9900.02.02	CONDUCT A LEARNING ANALYSIS	S					6	Sgt	6-A-2
3)	9900.02.03	DEVELOP LEARNING OBJECTIVES	S					6	Sgt	6-A-3
4)	9900.02.04	WRITE TEST ITEMS	S					6	Sgt	6-A-4
5)	9900.02.05	SELECT INSTRUCTIONAL METHODS	S					6	Sgt	6-A-4
6)	9900.02.06	SELECT INSTRUCTIONAL MEDIA	S					6	Sgt	6-A-5
7)	9900.02.07	SEQUENCE TERMINAL LEARNING OBJECTIVES	S					6	Sgt	6-A-5

DUTY AREA 03 - DEVELOP INSTRUCTION

1)	9900.03.01	DEVELOP A COURSE STRUCTURE	S					6	Sgt	6-A-6
2)	9900.03.02	DEVELOP CONCEPT CARDS	S					6	Sgt	6-A-6
3)	9900.03.03	CONDUCT AN IN-DEPTH OPERATIONAL RISK ASSESSMENT (ORA)	S					6	Sgt	6-A-7
4)	9900.03.04	DEVELOP LESSON MATERIALS	S					6	Sgt	6-A-7
5)	9900.03.05	CONSTRUCT A TEST	S					6	Sgt	6-A-8
6)	9900.03.06	CONDUCT VALIDATION	P					6	Sgt	6-A-8
7)	9900.03.07	DEVELOP A PROGRAM OF INSTRUCTION (POI)	S					6	Sgt	6-A-9
8)	9900.03.08	ASSEMBLE A MASTER LESSON FILE (MLF)	S					6	Sgt	6-A-9

DUTY AREA 04 - USE MARINE CORPS AUTOMATED INSTRUCTIONAL MANAGEMENT SYSTEM (MCAIMS)

1)	9900.04.01	USE MCAIMS IN CURRICULUM DEVELOPMENT	S					6	Sgt	6-A-10
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DUTY AREA 05 - IMPLEMENT INSTRUCTION

1)	9900.05.01	REVIEW LESSON MATERIAL	S					6	Cpl	6-A-10
2)	9900.05.02	PREPARE THE INSTRUCTIONAL ENVIRONMENT	S					6	Cpl	6-A-11
3)	9900.05.03	REHEARSE LESSON	S					6	Cpl	6-A-11
4)	9900.05.04	CONDUCT A LESSON	S					6	Cpl	6-A-12
5)	9900.05.05	CONDUCT A TIME-CRITICAL ORA	S					6	Cpl	6-A-12
6)	9900.05.06	EMPLOY AFTER LESSON MANAGEMENT	S					6	Cpl	6-A-13
7)	9900.05.07	ADMINISTER STUDENT TESTS	S					6	Cpl	6-A-13

DUTY AREA 06 - EVALUATE INSTRUCTION

1)	9900.06.01	EVALUATE A MASTER LESSON FILE	P					12	GySgt	6-A-14
2)	9900.06.02	EVALUATE THE IMPLEMENTATION OF A LESSON	P					12	GySgt	6-A-14
3)	9900.06.03	EVALUATE A POI	P					12	GySgt	6-A-15
4)	9900.06.04	CONDUCT COURSE EVALUATIONS	P					12	GySgt	6-A-15

DUTY AREA 07 - MANAGE INSTRUCTION

1)	9900.07.01	IMPLEMENT A FORMAL SCHOOL PROGRAM	P					12	GySgt	6-A-16
2)	9900.07.02	EMPLOY TRAINING MANAGEMENT SYSTEMS	P					12	GySgt	6-A-17
3)	9900.07.03	CONDUCT A COURSE CONTENT REVIEW BOARD (CCRB)	P					12	GySgt	6-A-17

COMMON INDIVIDUAL TRAINING STANDARDS

DOES NOT APPLY TO THIS ORDER.

ENCLOSURE (4)

TRAINING SUPPORT

1. This enclosure summarizes four categories of training support by ITS for the entire OccFld:

Appendix A: Training Material

Appendix B: Current MCIs/Distance Learning (DL) Products

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: References

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

ENCLOSURE (5)

TRAINING MATERIAL

DOES NOT APPLY TO THIS ORDER.

CURRENT MCI/DL PUBLICATIONS

1. Operational Risk Management (IMI).
2. Systems Approach to Training (IMI).

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

<u>REFERENCES</u>	<u>TASK NUMBERS</u>		
Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx) or Training & Readiness Manual	9900.01.01	9900.01.02	9900.02.01
	9900.02.02	9900.02.03	9900.02.04
	9900.02.05	9900.02.06	9900.02.07
	9900.03.01	9900.03.02	9900.03.03
	9900.03.04	9900.03.05	9900.03.06
	9900.03.07	9900.03.08	9900.04.01
	9900.05.01	9900.05.02	9900.05.03
	9900.05.04	9900.05.05	9900.05.06
	9900.05.07	9900.06.01	9900.06.02
	9900.06.03	9900.06.04	9900.07.01
	9900.07.02	9900.07.03	
Systems Approach to Training (SAT) Manual	9900.01.01	9900.01.02	9900.02.01
	9900.02.02	9900.02.03	9900.02.04
	9900.02.05	9900.02.06	9900.02.07
	9900.03.01	9900.03.02	9900.03.03
	9900.03.04	9900.03.05	9900.03.06
	9900.03.07	9900.03.08	9900.04.01
	9900.05.01	9900.05.02	9900.05.03
	9900.05.04	9900.05.05	9900.05.06
	9900.05.07	9900.06.01	9900.06.02
	9900.06.03	9900.06.04	9900.07.01
	9900.07.02	9900.07.03	
Marine Corps Automated Instructional Management System (MCAIMS) User's Manual	9900.01.01..	9900.01.02..	9900.02.01
	9900.02.02..	9900.02.03..	9900.02.04
	9900.02.05..	9900.02.06..	9900.02.07
	9900.03.01..	9900.03.02..	9900.03.03
	9900.03.04..	9900.03.05..	9900.03.06
	9900.03.07..	9900.03.08..	9900.04.01
	9900.05.01..	9900.05.02..	9900.05.03
	9900.05.04..	9900.05.05..	9900.05.06
	9900.05.07..	9900.06.01..	9900.06.02
	9900.06.03..	9900.06.04..	9900.07.01
	9900.07.02	9900.07.03	

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Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training	9900.01.01 9900.02.02 9900.02.05 9900.03.01 9900.03.06 9900.05.03 9900.06.02	9900.01.02 9900.02.03 9900.02.06 9900.03.04 9900.05.01 9900.05.04 9900.06.04	9900.02.01 9900.02.04 9900.02.07 9900.03.05 9900.05.02 9900.05.06 9900.07.01
Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training	9900.06.02 9900.07.02	9900.06.04	9900.07.01
MCO 1553.2A, Management of Marine Corps Formal Schools and Training	9900.01.02 9900.03.03 9900.04.01 9900.06.02 9900.07.01	9900.03.01 9900.03.07 9900.05.05 9900.06.03 9900.07.02	9900.03.02 9900.03.08 9900.06.01 9900.06.04 9900.07.03
MCO 3400.27A, Operational Risk Management	9900.03.03	9900.05.05	9900.07.01
MCO 5100.29, Marine Corps Safety Program	9900.03.03	9900.05.05	9900.07.01
Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems	9900.01.01 9900.02.03 9900.02.06 9900.03.04 9900.06.02	9900.01.02 9900.02.04 9900.02.07 9900.03.05 9900.06.04	9900.02.02 9900.02.05 9900.03.01 9900.03.06 9900.07.01
Air Force Manual 36-2236 Guidebook for Air Force Instructors	9900.05.02	9900.05.04	9900.05.07
NAVEDTRA 130A, Volume 1 - Task-Based Curriculum Development Manual	9900.02.03 9900.02.06 9900.03.04	9900.02.04 9900.02.07 9900.03.05	9900.02.05 9900.03.01
NAVEDTRA 134 - Navy Instructor Manual	9900.05.01 9900.05.07	9900.05.02	9900.05.04
NAVEDTRA 135B - Navy School Management	9900.06.02	9900.06.04	9900.07.01
<u>Planning Instruction for Adult Learner</u> by Patricia Cranton, Wall & Emerson, Inc, 1989	9900.01.01	9900.01.02	
<u>Preparing Instructional Objectives</u> by Robert F. Mager, Lake Publishing Company, 1984	9900.02.03		
<u>Mastering the Delivery of Training</u> by Bob Powers, Jossey-Bass Inc., 1992	9900.07.01		

Appendix D to
ENCLOSURE (5)

<u>Instructional Media and Technologies for Learning</u> , by Robert Heinich, Michael Molenda, James D. Russell, and Sharon E. Smaldino	9900.02.06	9900.03.04	9900.05.04
By-Name Assignment (BNA) Manual	9900.07.02		
Training Input Plan (TIP)	9900.07.02		

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. REFERENCES. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

g. INITIAL TRAINING SETTING. All ITSs are assigned an Initial Training Setting that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).

h. TRAINING MATERIAL (Optional). Training material includes all training devices, simulators, aids, equipment, and materials [except ammunition and Distance Learning Products] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*)

i. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

j. CURRENT DISTANCE LEARNING PRODUCTS (Optional). This section includes a list of any currently available DL Products designed to provide training related to this task.

MOS 9900, Formal School Faculty

DUTY AREA 01 - APPLY ADULT LEARNING THEORY TO CURRICULUM DEVELOPMENT

TASK: 9900.01.01 APPLY ADULT LEARNING THEORY (ALT) TO DESIGNING INSTRUCTION

CONDITION(S): With the aid of references and given a Target Population Description.

STANDARD(S): In accordance with Chapters 2 and 6 of the SAT Manual.

PERFORMANCE STEP(S):

1. Apply ALT to writing learning objectives.
2. Apply ALT to writing test items.
3. Apply ALT to selecting instructional methods.
4. Apply ALT to selecting instructional media.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. Planning Instruction for Adult Learner by Patricia Cranton, Wall & Emerson, Inc, 1989
6. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.01.02 APPLY ADULT LEARNING THEORY (ALT) TO DEVELOPING INSTRUCTION

CONDITION(S): With the aid of references.

STANDARD(S): In accordance with Chapters 3 and 6 of the SAT Manual.

PERFORMANCE STEP(S):

1. Apply ALT to developing a course structure.
2. Apply ALT to developing lesson materials.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. MCO 1553.2A, Management of Marine Corps Formal Schools and Training
6. Planning Instruction for Adult Learner by Patricia Cranton, Wall & Emerson, Inc, 1989
7. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

Appendix A to
ENCLOSURE (6)

DUTY AREA 02 - DESIGN INSTRUCTION

TASK: 9900.02.01 WRITE A TARGET POPULATION DESCRIPTION

CONDITION(S): With the aid reference.

STANDARD(S): In accordance with Chapter 2 of the SAT Manual.

PERFORMANCE STEP(S):

1. Obtain sources of data.
2. Review sources of data.
3. Organize data into categories.
4. Record the Target Population Description (TPD).

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.02.02 CONDUCT A LEARNING ANALYSIS

CONDITION(S): With the aid of references.

STANDARD(S): In accordance with Chapter 2 of the SAT Manual.

PERFORMANCE STEP(S):

1. Gather materials.
2. Determine training requirements.
3. Analyze the Target Population Description (TPD).
4. Record task/event data on the Learning Analysis Worksheet (LAW).
5. Generate Knowledge, Skills, and Attitudes (KSAs) for each performance step.
6. Group Knowledge, Skills, and Attitudes (KSAs) into common areas.
7. Sequence groupings.
8. Record Learning Analysis in MCAIMS.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.02.03 DEVELOP LEARNING OBJECTIVES

CONDITION(S): Given an Individual Training Standard (ITS) or Training & Readiness (T&R) Manual, Learning Analysis Worksheets (LAWs), and references.

STANDARD(S): In accordance with Chapter 2 of the SAT Manual.

PERFORMANCE STEP(S):

1. Record behavior from ITS Order or T&R Manual for the Terminal Learning Objective (TLO).
2. Record condition from ITS Order or T&R Manual for the Terminal Learning Objective (TLO).
3. Record standard from ITS Order or T&R Manual for the Terminal Learning Objective (TLO).
4. Compare formal school resources to task behavior.
5. Determine evaluation methods.
6. Complete the Terminal Learning Objective (TLO) on Learning Objective Worksheet (LOW).
7. Document the behavior from grouped KSAs for Enabling Learning Objective (ELO).
8. Determine the condition for Enabling Learning Objective (ELO).
9. Determine the standard for Enabling Learning Objective (ELO).
10. Complete Enabling Learning Objective (ELO) on Learning Objective Worksheet (LOW).

REFERENCE(S):

1. Preparing Instructional Objectives by Robert F. Mager, Lake Publishing Company, 1984
2. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
3. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
4. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
5. Systems Approach to Training (SAT) Manual
6. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
7. NAVEDTRA 130A, Volume 1 - Task-Based Curriculum Development Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.02.04 WRITE TEST ITEMS

CONDITION(S): Given Learning Analysis Worksheets (LAWs), Learning Objective Worksheets (LOWs), and references.

STANDARD(S): In accordance with Chapter 2 of the SAT Manual.

PERFORMANCE STEP(S):

1. Analyze the learning objective.
2. Determine test item type.
3. Write test item(s).
4. Record the test item(s) on the Learning Objective Worksheet (LOW).

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
6. NAVEDTRA 130A, Volume 1 - Task-Based Curriculum Development Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.02.05 SELECT INSTRUCTIONAL METHODS

CONDITION(S): Given a completed Learning Analysis, Learning Objective Worksheet, the school's available resources and references.

STANDARD(S): In accordance with Chapter 2 of the SAT Manual.

PERFORMANCE STEP(S):

1. Review method considerations.
2. Record instructional method(s) on the Learning Objective Worksheet (LOW).

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
6. NAVEDTRA 130A, Volume 1 - Task-Based Curriculum Development Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.02.06 SELECT INSTRUCTIONAL MEDIA

CONDITION(S): Given a Learning Analysis, Learning Objective Worksheet, school's available resources and references.

STANDARD(S): In accordance with Chapter 2 of the SAT Manual.

PERFORMANCE STEP(S):

1. Review media considerations.
2. Record instructional media on the Learning Objective Worksheet (LOW).

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. Instructional Media and Technologies for Learning by Robert Heinich, Michael Molenda, James D. Russell, and Sharon E. Smaldino
6. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
7. NAVEDTRA 130A, Volume 1 - Task-Based Curriculum Development Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.02.07 SEQUENCE TERMINAL LEARNING OBJECTIVES

CONDITION(S): Given completed Learning Objective Worksheets (LOWs) and references.

STANDARD(S): In accordance with Chapter 2 of the SAT Manual.

PERFORMANCE STEP(S):

1. Group Terminal Learning Objectives (TLOs) based on shared elements.
2. Determine relationship between Terminal Learning Objectives (TLOs).
3. Arrange Terminal Learning Objectives (TLOs) based upon relationships.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
6. NAVEDTRA 130A, Volume 1 - Task-Based Curriculum Development Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

DUTY AREA 03 - DEVELOP INSTRUCTION

TASK: 9900.03.01 DEVELOP A COURSE STRUCTURE

CONDITION(S): Given completed Learning Objective Worksheets (LOWs), relevant school policy and directives, and references.

STANDARD(S): In accordance with Chapter 3 of the SAT Manual and MCO 1553.2A.

PERFORMANCE STEP(S):

1. Review source material.
2. Establish lessons content.
3. Establish exams content.
4. Estimate hours.
5. Assign titles.
6. Assign designators.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments
6. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
7. NAVEDTRA 130A, Volume 1 - Task-Based Curriculum Development Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.03.02 DEVELOP CONCEPT CARDS

CONDITION(S): Given a computer with the MCAIMS program, a completed Learning Objective Worksheet (LOW), course structure, and references.

STANDARD(S): In accordance with Chapter 3 of the SAT Manual and the MCAIMS User's Manual.

PERFORMANCE STEP(S):

1. Determine categories of concept card.
2. Complete concept card elements.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
3. Systems Approach to Training (SAT) Manual
4. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.03.03 CONDUCT AN IN-DEPTH OPERATIONAL RISK ASSESSMENT

CONDITION(S): Given completed Learning Analysis Worksheets (LAWs), Concept Cards, and references.

STANDARD(S): In accordance with Chapter 3 of the SAT Manual.

PERFORMANCE STEP(S):

1. Identify hazards on Operational Risk Assessment Worksheet (ORAW).
2. Assess the hazards on Operational Risk Assessment Worksheet.
3. Make risk decisions on Operational Risk Assessment Worksheet.
4. Document how to implement controls on Operational Risk Assessment Worksheet.
5. Document the supervision plan on Operational Risk Assessment Worksheet.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
3. Systems Approach to Training (SAT) Manual
4. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments
5. MCO 3500.27A, Operational Risk Management
6. MCO 5100.29, Marine Corps Safety Program

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.03.04 DEVELOP LESSON MATERIALS

CONDITION(S): With the aid of references.

STANDARD(S): In accordance with Chapter 3 of the SAT Manual.

PERFORMANCE STEP(S):

1. Secure resources.
2. Write lesson plan.
3. Write student materials.
4. Develop media.
5. Write an Instructor Preparation Guide.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. Instructional Media and Technologies for Learning by Robert Heinich, Michael Molenda, James D. Russell, and Sharon E. Smaldino
6. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
7. NAVEDTRA 130A, Volume 1 - Task-Based Curriculum Development Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.03.05 CONSTRUCT A TEST

CONDITION(S): Given Learning Objective Worksheets (LOWs), Exam Concept Cards, an Operational Risk Assessment Worksheet (ORAW) and references.

STANDARD(S): In accordance with Chapter 3 of the SAT Manual.

PERFORMANCE STEP(S):

1. Determine mastery.
2. Arrange test items.
3. Develop grading criteria.
4. Develop scoring method.
5. Write testing instructions for student.
6. Write testing instructions for test administrators.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
6. NAVEDTRA 130A, Volume 1 - Task-Based Curriculum Development Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.03.06 CONDUCT VALIDATION

CONDITION(S): Given developed lesson materials and references.

STANDARD(S): In accordance with Chapters 3 and 5 of the SAT Manual.

PERFORMANCE STEP(S):

1. Review formal school/detachment SOP.
2. Plan validation.
3. Schedule validation.
4. Determine data collection procedures.
5. Implement validation plan.
6. Interpret validation results.
7. Record validation results.
8. Report validation results.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Sgt).

TASK: 9900.03.07 DEVELOP A PROGRAM OF INSTRUCTION

CONDITION(S): Given a computer with the MCAIMS program and references.

STANDARD(S): In accordance with Chapter 3 of the SAT Manual, MCO 1553.2A and the MCAIMS User's Manual.

PERFORMANCE STEP(S):

1. Produce the Course Descriptive Data (CDD).
2. Complete the Program of Instruction (POI).

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
3. Systems Approach to Training (SAT) Manual
4. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

TASK: 9900.03.08 ASSEMBLE A MASTER LESSON FILE

CONDITION(S): With the aid of references.

STANDARD(S): In accordance with Chapter 3 of the SAT Manual and MCO 1553.2A.

PERFORMANCE STEP(S):

1. Review MCO 1553.2A for MLF requirements.
2. Review SOP for additional MLF requirement(s).
3. Gather required documents.
4. Complete the MLF checklists.
5. Arrange documents in MLF.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
3. Systems Approach to Training (SAT) Manual
4. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

MCO 1510.69C
02 Nov 04

DUTY AREA 04 - USE MARINE CORPS AUTOMATED INSTRUCTIONAL MANAGEMENT SYSTEM (MCAIMS)

TASK: 9900.04.01 USE THE AUTOMATED SYSTEM IN CURRICULUM DEVELOPMENT

CONDITION(S): Given a computer with the MCAIMS program, required documentation, and references.

STANDARD(S): Per the SAT Manual and MCAIMS User's Manual.

PERFORMANCE STEP(S):

1. Log into MCAIMS.
2. Navigate through MCAIMS.
3. Enter data into MCAIMS.
4. Print MCAIMS reports.
5. Exit MCAIMS.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
3. Systems Approach to Training (SAT) Manual
4. MCO 1553.2A, Management of Marine Corps Formal Schools and Training

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Sgt).

DUTY AREA 05 - IMPLEMENT INSTRUCTION

TASK: 9900.05.01 REVIEW LESSON MATERIAL

CONDITION(S): With the aid of references and given instructional materials.

STANDARD(S): In accordance with Chapter 4 of the SAT Manual.

PERFORMANCE STEP(S):

1. Review course/training schedule.
2. Review the lesson plan.
3. Review student materials.
4. Review media.
5. Review the Operational Risk Assessment Worksheet.
6. Review the Instructor Preparation Guide.
7. Review student test.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Systems Approach to Training (SAT) Manual
4. NAVEDTRA 134 - Navy Instructor Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl).

TASK: 9900.05.02 PREPARE THE INSTRUCTIONAL ENVIRONMENT

CONDITION(S): With the aid of references and given instructional materials.

STANDARD(S): In accordance with Chapter 4 of the SAT Manual.

PERFORMANCE STEP(S):

1. Prepare instructional setting.
2. Prepare instructional equipment.
3. Prepare media.
4. Brief support personnel.
5. Prepare student materials.
6. Perform administrative functions.
7. Check personal appearance.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 1379-2: Instructional Systems Development/Systems Approach to Training and Education
3. Systems Approach to Training (SAT) Manual
4. Air Force Manual 36-2236 Guidebook for Air Force Instructors
5. NAVEDTRA 134 - Navy Instructor Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl).

TASK: 9900.05.03 REHEARSE A LESSON

CONDITION(S): With the aid of references and given instructional materials.

STANDARD(S): In accordance with Chapter 4 of the SAT Manual.

PERFORMANCE STEP(S):

1. Conduct individual rehearsal(s).
2. Conduct small critical audience rehearsal(s).
3. Conduct dress rehearsal(s).

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Systems Approach to Training (SAT) Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl).

TASK: 9900.05.04 CONDUCT A LESSON

CONDITION(S): With the aid of references and given instructional materials.

STANDARD(S): In accordance with Chapter 4 of the SAT Manual.

PERFORMANCE STEP(S):

1. Conduct effective communications.
2. Present the introduction.
3. Present the body.
4. Present instructional method(s).
5. Employ media throughout the lesson.
6. Present the summary.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Systems Approach to Training (SAT) Manual
4. Instructional Media and Technologies for Learning by Robert Heinich, Michael Molenda, James D. Russell, and Sharon E. Smaldino
5. Air Force Manual 36-2236 Guidebook for Air Force Instructors
6. NAVEDTRA 134 - Navy Instructor Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl).

TASK: 9900.05.05 CONDUCT A TIME-CRITICAL ORA

CONDITION(S): With the aid of references and given instructional materials.

STANDARD(S): In accordance with Chapter 4 of the SAT Manual.

PERFORMANCE STEP(S):

1. Identify change(s) to hazards identified on the In-Depth ORA Worksheet located in the Master Lesson File.
2. Apply the five-step process to the identified changes.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Systems Approach to Training (SAT) Manual
3. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments
4. MCO 3500.27A, Operational Risk Management
5. MCO 5100.29, Marine Corps Safety Program

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl).

TASK: 9900.05.06 EMPLOY AFTER LESSON MANAGEMENT

CONDITION(S): With the aid of references and given instructional materials.

STANDARD(S): In accordance with Chapter 4 of the SAT Manual.

PERFORMANCE STEP(S):

1. Conduct after instruction actions.
2. Complete the After Instruction Report (AIR).

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Systems Approach to Training (SAT) Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl).

MCO 1510.69C
02 Nov 04

TASK: 9900.05.07 ADMINISTER STUDENT TEST

CONDITION(S): Given test materials and references.

STANDARD(S): In accordance with Chapter 4 of the SAT Manual.

PERFORMANCE STEP(S):

1. Gather test materials.
2. Prepare the testing environment.
3. Clarify test directions to the students.
4. Provide the students with an opportunity for questions.
5. Conduct the test.
6. Grade the test.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Systems Approach to Training (SAT) Manual
3. Air Force Manual 36-2236 Guidebook for Air Force Instructors
4. NAVEDTRA 134 - Navy Instructor Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Cpl).

DUTY AREA 06 - EVALUATE INSTRUCTION

TASK: 9900.06.01 EVALUATE A MASTER LESSON FILE

CONDITION(S): With the aid of references.

STANDARD(S): In accordance with Chapter 3 of the SAT Manual and MCO 1553.2A.

PERFORMANCE STEP(S):

1. Evaluate the MLF for the minimum requirements.
2. Evaluate the MLF components for content accuracy.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Systems Approach to Training (SAT) Manual
3. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (GySgt).

TASK: 9900.06.02 EVALUATE THE IMPLEMENTATION OF A LESSON

CONDITION(S): Give an Instructor Evaluation Checklist, instructional materials, and references.

STANDARD(S): In accordance with Chapters 4 and 5 of the SAT Manual.

PERFORMANCE STEP(S):

1. Prepare for evaluation.
2. Evaluate instruction.
3. Debrief evaluation results.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Systems Approach to Training (SAT) Manual
4. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments
5. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
6. NAVEDTRA 135B - Navy School Management

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (GySgt).

TASK: 9900.06.03 EVALUATE A PROGRAM OF INSTRUCTION

CONDITION(S): With the aid of references.

STANDARD(S): In accordance with Chapter 5 of the SAT Manual and MCO 1553.2A.

PERFORMANCE STEP(S):

1. Evaluate the 6 sections of the POI.
2. Recommend changes to the POI.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
3. Systems Approach to Training (SAT) Manual
4. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (GySgt).

TASK: 9900.06.04 CONDUCT COURSE EVALUATIONS

CONDITION(S): With the aid of references.

STANDARD(S): In accordance with Chapter 5 of the SAT Manual.

PERFORMANCE STEP(S):

1. Collect data
2. Analyze evaluation data.
3. Summarize evaluation data.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments
6. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
7. NAVEDTRA 135B - Navy School Management

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (GySgt).

DUTY AREA 07- MANAGE INSTRUCTION

TASK: 9900.07.01 IMPLEMENT A FORMAL SCHOOL PROGRAM

CONDITION(S): With the aid of references.

STANDARD(S): In accordance with Chapters 5 and 6 of the SAT Manual and MCO 1553.2A.

PERFORMANCE STEP(S):

1. Review MCO 1553.2A.
2. Develop a formal school SOP.
3. Develop a validation plan.
4. Develop an evaluation plan.
5. Develop a staff/faculty development plan.
6. Develop an Operational Risk Management Plan.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments
6. Mastering the Delivery of Training by Bob Powers, Jossey-Bass Inc., 1992
7. MCO 3500.27A, Operational Risk Management
8. MCO 5100.29, Marine Corps Safety Program
9. Air Force Handbook 36-2235, Volumes 1-13, Education/Training - Information for Designers of Instructional Systems
10. NAVEDTRA 135B - Navy School Management

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (GySgt).

TASK: 9900.07.02 EMPLOY TRAINING INFORMATION MANAGEMENT SYSTEMS

CONDITION(S): Given a computer with Training Information Management Systems (TIMS) and references.

STANDARD(S): In accordance with Chapter 6 of the SAT Manual.

PERFORMANCE STEP(S):

1. Identify systems available to the formal school.
2. Incorporate systems into the formal school.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Department of Defense (DoD) Military Handbook 29612-2A: Instructional Systems Development/Systems Approach to Training and Education
3. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
4. Systems Approach to Training (SAT) Manual
5. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments
6. By-Name Assignment (BNA) Manual
7. Training Input Plan (TIP)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (GySgt).

TASK: 9900.07.03 CONDUCT A CCRB

CONDITION(S): With the aid of references, course materials, evaluation data, and Subject Matter Experts (SME).

STANDARD(S): In accordance with Chapter 5 of the SAT Manual.

PERFORMANCE STEP(S):

1. Prepare for a CCRB.
2. Discuss agenda items.
3. Prepare the ROP.
4. Submit the ROP.

REFERENCE(S):

1. Appropriate Individual Training Standard (ITS) Order (MCO 1510.xx)
2. Marine Corps Automated Instructional Management System (MCAIMS) User's Manual
3. Systems Approach to Training (SAT) Manual
4. MCO 1553.2A, Management of Marine Corps Formal Schools and Training Detachments

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (GySgt).